

Records & Archives Mgt Committee

September 28, 2007, 2:00 pm

J.V. Fletcher Library, Mary Atwood Room

Minutes

Present were Ginny Moore, Chair, Jane Hinckley, Bob Oliphant, and Kaari Mai Tari

Potential records storage space

K. Tari advised members that a local business owner has 10,000 sq ft of basement storage space at 515 Groton Road that he is considering leasing for document storage. Several issues were discussed with relation to such an arrangement, including what was stored there or what kind of laboratory operated in the space where records will be stored; what are the custodial concerns if the town's permanent documents are not stored on town property, are there any ethical issues in entering an agreement with a business owner appearing before town boards with proposals, and what would be the terms of such a lease.

Town Hall basement update

The basement cleanup on September 21st was a great success, with many cubic feet of material taken away to be recycled or shredded. Some departments still have organizing to do and will probably need help of committee members to get the work done.

There is some concern among a few of the department heads that records management duties are nothing more than housekeeping duties that belong in someone else's job description

Community Preservation Grant project update

The indexing of building plans will commence at the Technology Center as soon as a work station and plans have been moved to one of the bays.

Mary Bogan from Northeast Document Conservation Center (NEDCC) will conduct the collection-level conservation survey of the Town Clerk's vault from November 7 – 9.

Action Items

K. Tari will join will join Steve Ledoux and Norman Khumalo to meet with the business owner at the site of the proposed document storage site to see if the space would be appropriate for storing town records.

The business meeting concluded at 2:35pm.

The work session begin at the Town Clerk's Office at 3:00pm. J. Hinckley & K. Tari, recycled unused ballots from the double election and inventoried two boxes of town records.

The following schedule was decided upon for the rest of the calendar year:

Friday, October 12, 3:00pm – Work session at Town Hall

Friday, October 26, 2:00pm – Meeting at the Library following by a work session (3:00pm) at Town Hall

Friday, November 30, 2:00pm – Meeting at the Library followed by a work session (3:00pm) at Town Hall

Friday, December 14, 3:00pm – Work session at Town Hall

The work session concluded at 4:00pm.